

Ballymagee Primary School
77 Ashbury Avenue
Bangor
BT19 6ZG

Controlled Primary School

Enrolment No. 406
Admissions No. 58

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Website: www.ballymagee.org.uk

Principal: Mr P. Totton MEd BA (Hons) PQH (NI) PGCE
Chair of Board of Governors: Mr D Gamble

Respective Functions of the Board of Governors and Principal In Relation To Admissions

The Board of Governors has delegated to the Principal, the application of the school's admissions criteria for the Y1 intake. The Principal also applies admissions criteria for late Y1 applications and all other year groups. **As the Y1 intake has been over-subscribed in the past, parents are respectfully requested to ensure all relevant information is included on the application and that Birth Certificates, and any other documentation submitted in support of an application by no later than 4:00pm on the 26 January 2026.**

Admissions Criteria

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 7 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

Compulsory School Age

Any child who reaches their 4th Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

Children will be admitted according to the following criteria applied in the order set down:

Year 1 Intake

- 1 Preference will be given to children with brother(s)/sister(s)* attending Ballymagee Primary School and Nursery Unit at the time of application.
- 2 Preference will be given to children whose brother(s)/sister(s)* is a former pupil of Ballymagee Primary School and Nursery Unit, since or including 2014.
- 3 Preference will be given to children who are enrolled during 2025/26 year at Ballymagee Nursery.
- 4 Preference will be given to children with a parent/legal guardian employed to work within Ballymagee Primary School and Nursery Unit on a permanent basis.
- 5 Other children.

* 'Brother(s)/sister(s)' will be interpreted as: full, half, step, adopted or fostered.

Supplementary Criteria (applicable to Y1 and Y2-Y7 intake)

At the point of over-subscription, in any one of the above criteria, the following sub-criteria will be applied in the order set down:

- (i) Preference may be given to children who have physical and/or medical conditions which require, or are likely to require, them to use mobility aids, such as wheelchairs.

The Board of Governors will decide on individual cases, considering written evidence from statutory bodies or other relevant medical evidence **which must be submitted at the time of application, directly to the school of first preference**. The Board of Governors will also consider advice from the Education Authority to help it determine if Ballymagee is the nearest **suitable** school for the child(ren) concerned.

- (ii) Preference will be given to children whose normal place of residence is closest to Ballymagee Primary School and Nursery Unit, as measured in a straight line from the centre of the school to the centre of their home. Distances will be determined on the basis of measurements taken from the OSNI website.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

For those applicants who gain admission under the distance criterion, the Board of Governors of Ballymagee will seek documentation to verify address which must be uploaded by 4:00pm on 26 January 2026.

All applicants should provide any two of the three following documents with their application:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance, electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Waiting List Policy

Should a vacancy arise after the issue of placement letters all applications for admission to Year 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 31 August 2026.

Your child's name will be automatically added to the list and the school will contact you if your child gains a place in the school by this method.

Please contact the school if you wish your child's name to be removed from the list.

Admissions to Years 2 -7

In considering applications for admission to Years 2-7 for 2026/27, we will apply the criteria as listed for Year 1.

If it is not possible to admit a child, unsuccessful applicants will automatically be placed on the school's waiting list. The published criteria will be applied to all applicants whose name is on the waiting list on the day the place becomes available.

Parents should complete and return an application form, available from the school, and their child's name will be placed on the waiting list. This waiting list will be in place until 31 August 2026.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	45	45
2024/2025	57	57
*2025/2026	38	38

****The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.
(SPiMS = Specialist Provision in Mainstream School)***